

May 19, 2026



**AGENDA ITEM 5 G**

**EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEET & TRAVEL APPROVAL  
(JANUARY 1, 2026, THROUGH MARCH 31, 2026)**

**TYPE OF ITEM: Consent**

**STATEMENT OF ISSUE**

This item seeks Board approval of the Executive Director's timesheets and travel for the last fiscal quarter of January 1, 2026, through March 31, 2026.

**BACKGROUND**

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. Included in the monitoring of the items, the documentation that the Board or the Executive Committee has approved the Executive Director's timesheets and travel, at least quarterly, was requested.

As a result, staff is seeking Board approval of Greg Slay's timesheets and travel for January 1, 2026, through March 31, 2026.

**OPTIONS**

Option 1: Approve Executive Director's timesheets and travel for the period of January 1, 2026, through March 31, 2026.

Option 2: CRTPA Board Discretion.

**ATTACHMENTS**

Attachment 1: Executive Director's Timesheets for January 1, 2026, through March 31, 2026.

Attachment 2: Executive Director's Travel for January 1, 2026, through March 31, 2026.

CRTPA TASK SHEET

Employee Name *Greg Slay*  
 Employee Number *14156*  
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**  
 Payroll Date *02/13/26*  
 Payroll Range *01/26/26 thru 02/06/26*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	01/26/26	5				2		1
Tues	01/27/26	2	1	1	2	1		1
Wed	01/28/26	8						
Thurs	01/29/26	8						
Fri	01/30/26	8						
Mon	02/02/26	2	2		2			2
Tues	02/03/26	6		1	1			
Wed	02/04/26		2	2	1	2	1	
Thurs	02/05/26	2		3		1	2	
Fri	02/06/26		2	2		2		2

Hours	Activity
8	Admin, MPOAC, Staff meeting, regional trails,
8	Admin, U-SDK, US 90 Alliance, SS4A
8	MPOAC
8	MPOAC, TEAMFL, FMPP
8	MPOAC
8	Admin, crash data, N. Monroe, W. Tennessee St SS4A
8	Admin, Committee meetings, Crawfordville Road legeslative request, legislative review
8	Safety review,
8	Admin, ARPC meeting, N. Monroe resurfacing meeting
8	Crash data, RMP, ITS, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 2/13/26

EMP # 14156 DATE RANGE: 1/26/26 2/6/26

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/26/26			
Tues	1/27/26			
Wed	1/28/26			
Thurs	1/29/26			
Fri	1/30/26			
Mon	2/2/26			
Tues	2/3/26			
Wed	2/4/26			
Thurs	2/5/26			
Fri	2/6/26			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



February 6, 2026

**EMPLOYEE SIGNATURE**

**DATE**

## CRTPA TASK SHEET

Employee Name *Greg Slay*  
 Employee Number *14156*  
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK  
 Payroll Date *02/27/26*  
 Payroll Range *02/09/26 thru 02/20/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	02/09/26	2		1	2	3		
Tues	02/10/26	2	1	1	2	2		
Wed	02/11/26				2	3		3
Thurs	02/12/26	4			1	1		2
Fri	02/13/26			2	1	2	1	2
Mon	02/16/26	2			2	2		2
Tues	02/17/26	6	1					1
Wed	02/18/26	6				1		1
Thurs	02/19/26	8						
Fri	02/20/26	8						

Hours	Activity
8	Admin, N. Monroe resurfacing, ITS, CDA Drone & Tow SS4A
8	Admin, U-SDK, N. Monroe resurfacing, CDA Drone & Tow SS4A
8	Legislative review, T2H PD&E, GF&A Trail, N. Monroe
8	Admin, sick leave, regional trails, N. Monroe
8	RMP, regional trails, ITS, Woodville/S. Adams response, N. Monroe
8	Admin, regional trails, N. Monroe
8	Admin, FDOT Transportation Day, Board meeting, staff meeting, TLC-GIS, N. Monroe
8	Admin, personal leave, Orchard Pond PD&E, N. Monroe
8	Personal Leave
8	Personal Leave

EMP NAME: Greg Slay PAYROLL DATE: 2/27/26

EMP # 14156 DATE RANGE: 2/9/26 2/20/26

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/9/26			
Tues	2/10/26			
Wed	2/11/26			
Thurs	2/12/26		2	
Fri	2/13/26			
Mon	2/16/26			
Tues	2/17/26			
Wed	2/18/26	4		
Thurs	2/19/26	8		
Fri	2/20/26	8		

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2/20/26

EMPLOYEE SIGNATURE

DATE

### CRTPA TASK SHEET

Employee Name *Greg Slay*  
 Employee Number *14156*  
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**  
 Payroll Date *03/13/26*  
 Payroll Range *02/23/26 thru 03/06/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	02/23/26	8							8	Personal leave
Tues	02/24/26	8							8	Personal leave
Wed	02/25/26	8							8	Personal leave
Thurs	02/26/26	8							8	Personal leave
Fri	02/27/26	8							8	Personal leave
Mon	03/02/26	8							8	Personal leave
Tues	03/03/26	8							8	Personal leave
Wed	03/04/26	8							8	Personal leave
Thurs	03/05/26	8							8	Personal leave
Fri	03/06/26	8							8	Personal leave

EMP NAME: Greg Slay PAYROLL DATE: 3/13/26

EMP # 14156 DATE RANGE: 2/23/26 3/6/26

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/23/26	8		
Tues	2/24/26	8		
Wed	2/25/26	8		
Thurs	2/26/26	8		
Fri	2/27/26	8		
Mon	3/2/26	8		
Tues	3/3/26	8		
Wed	3/4/26	8		
Thurs	3/5/26	8		
Fri	3/6/26	8		

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3-6-26

EMPLOYEE SIGNATURE

DATE

## CRTPA TASK SHEET

Employee Name *Greg Slay*  
 Employee Number *14156*  
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK  
 Payroll Date *03/27/26*  
 Payroll Range *03/09/26 thru 03/20/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	03/09/26	5		1	1	1		
Tues	03/10/26	3	1	1	1	2		
Wed	03/11/26	3	2		1	1		1
Thurs	03/12/26	8						
Fri	03/13/26	2	3		1	1		1
Mon	03/16/26	2	2	1		1		2
Tues	03/17/26		2	1	1	1		3
Wed	03/18/26	2			2	2		2
Thurs	03/19/26	1	2	1		2		2
Fri	03/20/26	2	3		1	2		

Hours	Activity
8	Admin, staff meeting, US 90 Alliance
8	Admin, Gainesville MTPO, crash data, RMP, TA, US 90 W Trails
8	Admin, FDOT certification, crash data, legislative review, N. Monroe
8	Personal day
8	Admin, crash data, TA, ITS, N. Monroe
8	Admin, crash data, SE data, regional trails, N. Monroe
8	Crash data, TA apps, ITS, N. Monroe
8	Admin, legislative review, ITS Master Plan, N. Monroe
8	Admin, crash data, SE data, N. Monroe
8	Admin, Mallow crash report, crash data, T2H Trail

EMP NAME: Greg Slay PAYROLL DATE: 3/27/26

EMP # 14156 DATE RANGE: 3/9/26 3/20/26

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/9/26			
Tues	3/10/26			
Wed	3/11/26			
Thurs	3/12/26			8 - personal day
Fri	3/13/26			
Mon	3/16/26			
Tues	3/17/26			
Wed	3/18/26			
Thurs	3/19/26			
Fri	3/20/26			

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3/20/26

EMPLOYEE SIGNATURE

DATE

## CRTPA TASK SHEET

Employee Name *Greg Slay*  
 Employee Number *14156*  
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**  
 Payroll Date *04/10/26*  
 Payroll Range *03/23/26 thru 04/03/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	03/23/26	3		1	1	2		1
Tues	03/24/26	1	1		2	2	1	1
Wed	03/25/26	2	1		1	1	1	2
Thurs	03/26/26	2		2	1	2		1
Fri	03/27/26	2			5	1		
Mon	03/30/26	5				1		2
Tues	03/31/26	4			1	2		1
Wed	04/01/26	3	2		1	2		
Thurs	04/02/26	6	2					
Fri	04/03/26		3	2	1	1	1	

Hours	Activity
8	Admin, staff meeting, Woodville Hwy, TA, T2H Trail, ITS Master Plan
8	Admin, U-SDK, TA, Orchard Pond Trail, public record request, N. Monroe
8	Admin, Matlow crash data, TA, Orchard Pond Trail, N. Monroe
8	Admin, ARPC meeting, ITS Master Plan, HIN
8	Admin, TA prioritization meeting, ITS
8	Admin, MPOAC, SS4A Grant webinar, ITS,
8	Admin, staff meeting, MPOAC, Orchard Pond, W. Tenn
8	SS4A grant agreement, MPOAC,
8	Admin, MPOAC, crash data
8	Crash data, SE data, Branding/logo, website

EMP NAME: Greg Slay PAYROLL DATE: 4/10/26

EMP # 14156 DATE RANGE: 3/23/26 4/3/26

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/23/26			
Tues	3/24/26			
Wed	3/25/26			
Thurs	3/26/26			
Fri	3/27/26			
Mon	3/30/26			
Tues	3/31/26			
Wed	4/1/26			
Thurs	4/2/26			
Fri	4/3/26			

Comments:

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April 3, 2026

**EMPLOYEE SIGNATURE**

**DATE**

### CRTPA TASK SHEET

Employee Name *Greg Slay*  
 Employee Number *14156*  
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**  
 Payroll Date *01/16/26*  
 Payroll Range *12/29/25 thru 01/09/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	12/29/25	2		1	1	2		2
Tues	12/30/25		2	2	2	2		
Wed	12/31/25	8						
Thurs	01/01/26	8						
Fri	01/02/26	8						
Mon	01/05/26	4	2					2
Tues	01/06/26	2	1	1	1	1		2
Wed	01/07/26	1	1	2	2		1	1
Thurs	01/08/26	2		1		1	3	1
Fri	01/09/26		2	1		1	2	2

Hours	Activity
8	Admin, census data, regional trails, N. Monroe
8	U-SDK, RMP, model update, legislative review, ITS
8	Admin, wellness leave
8	Holiday
8	Holiday
8	Admin, staff meeting, safety meeting, crash data, N. Monroe
8	Admin, U-SDK, Wakulla County update, regional trails, HIN
8	Admin, crash data, model data, Crawfordville Road response, legislative update, CCI, HIN
8	Admin, RMP, CCI, HIN
8	Crash data, census data, Wayfinding, CCI, HIN, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 1/16/26

EMP # 14156 DATE RANGE: 12/29/25 1/9/26

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/29/25			
Tues	12/30/25			
Wed	12/31/25			6 - wellness
Thurs	1/1/26			Holiday
Fri	1/2/26			Holiday
Mon	1/5/26			
Tues	1/6/26			
Wed	1/7/26			
Thurs	1/8/26			
Fri	1/9/26			

Comments:

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January 9, 2026

**EMPLOYEE SIGNATURE**

**DATE**

**ORACLE** Expense Report

PeopleSoft Expenses EXC4500

<b>Report</b> 000000262	
<b>Employee</b> David Slay	<b>Employee ID</b> 14156
<b>Reference</b>	<b>Business Purpose</b> Workforce Training / Workshops

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant	Location		
01/26/2026	P-CARD TRAVEL EXPENSES	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Pay to Employee	158.45 USD	1.00	158.45 USD
Rental Car								
01/26/2026	P-CARD TRAVEL EXPENSES	<input checked="" type="checkbox"/>			Pay to Employee	616.00 USD	1.00	616.00 USD
Hotel								
01/26/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
01/27/2026	BREAKFAST		<input checked="" type="checkbox"/>		Pay to Employee	20.00 USD	1.00	20.00 USD
Breakfast						098		
01/27/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
Lunch						098		
01/27/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
01/28/2026	BREAKFAST				Pay to Employee	20.00 USD	1.00	20.00 USD
Breakfast						098		

**ORACLE** Expense Report

PeopleSoft Expenses EXC4500

<b>Report</b> 0000000262	
<b>Employee</b> David Slay	<b>Employee ID</b> 14156
<b>Reference</b>	<b>Business Purpose</b> Workforce Training / Workshops

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant	Location		
01/28/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
Lunch						098		
01/28/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
01/29/2026	BREAKFAST				Pay to Employee	20.00 USD	1.00	20.00 USD
Breakfast						098		
01/29/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
Lunch						098		
01/29/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
01/30/2026	BREAKFAST				Pay to Employee	20.00 USD	1.00	20.00 USD
breakfast						098		
01/30/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
lunch						098		
01/28/2026	FUEL				Pay to Employee	39.92 USD	1.00	39.92 USD
gas-personal card								

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	460101	MITCHELY		02/04/2026	4/28/2026	Page 2 of 3

**ORACLE** Expense Report

PeopleSoft Expenses EXC4500

<b>Report</b> 0000000262	
<b>Employee</b> David Slay	<b>Employee ID</b> 14156
<b>Reference</b>	<b>Business Purpose</b> Workforce Training / Workshops

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description		Additional Information			Merchant	Location		
01/31/2026	FUEL				Pay to Employee	35.69 USD	1.00	35.69 USD
gas-personal card								
01/30/2026	TOLLS			<input checked="" type="checkbox"/>	Pay to Employee	10.50 USD	1.00	10.50 USD
tolls								

Employee Expenses	1,160.56 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	774.45 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	386.11 USD